

**Vacancy Announcement**  
**Television Director and Editor**  
Federal Judicial Center  
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for continuing education and research. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. Its basic policies are determined by a nine-member board, chaired by the Chief Justice of the United States.

This full-time position is located in the Center Education Division's Media Production Office.

**Duties and Responsibilities**

Under the supervision of the Chief of the Media Production Office, and often in close cooperation with a producer, the television director and editor designs, plans, and directs all phases of studio and field production, including preproduction, production, and postproduction. Duties include:

- analyzing project descriptions; recommending production strategies and approaches; contributing to writing, editing, and finalizing scripts
- scouting and determining production locations, schedules, and production personnel requirements; recommending selection of appropriate talent; obtaining necessary clearances; recommending other artistic and technical elements for programs
- in collaboration with producers, judicial education attorneys, education specialists and others, directing all video production personnel on all types of television productions; rehearsing and directing actors and non-professional talent, including judges and other court personnel; selecting and placing cameras, lights, microphones, and other equipment; selecting camera angles; determining length of time of each shot and scene; directing special visual effects; assuming responsibility for production activities.
- occasionally serving as producer or assistant producer on assigned special projects with the responsibility for managing personnel and resources to design and complete the project
- oversight of our music library; recommending music selections and music libraries.
- final editing of audio and video tapes, DVD's (including DVD authoring) and other related elements of postproduction, which entails collaborating with and directing editors and graphic designers and working with producers to assemble the final product.
- serving in production capacities for programs directed by others
- advising and training staff on production techniques, editing or any other aspect of program work
- keeping abreast of technical advances in audio and video technology and researching, recommending, and providing justification for purchases of Center audio and video equipment

**Desirable Qualifications**

- Three years' experience directing television.
- A BA in television production or related field.
- Experience directing live television and TV news magazine productions.
- Knowledge of current studio and location production techniques.
- Experience with non-linear editing, and casting and direction of professional actors.
- Ability to lift 30 lbs.
- Ability to work on 16-foot ladder.

**Salary and Benefits**

The starting salary for this position is \$56,439 but for the successful candidate who is not currently a member of the Center staff, a higher starting salary, not to exceed \$59,261, may be considered, based upon the successful candidate's qualifications, experience and current salary. If the successful candidate is an FJC staff member earning less than the starting range minimum, his or her salary will be brought up to the salary range minimum of \$56,439. If the successful FJC candidate's salary falls above the range minimum, that salary will be matched up to the payband maximum salary. This position falls in the FJC's payband IV, which has a salary range up to \$102,376; however, not all incumbents can expect to reach the top of the range.

A civil service rating is *not* required. The position does not carry the tenure rights of positions in the competitive civil service and has a one-year probationary period. Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider a variety of flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center, a health fitness facility, and a cafeteria for its tenants.

**Application Procedures**

To be considered for this vacancy, applications should be received by close of business, Monday, September 22. Please refer to Announcement #08-14 on your application. Please include a current resume and a cover letter. In your cover letter referring to Announcement #08-14, please indicate specifically how you satisfy the desirable qualifications listed above. Applications without the required cover letter or with cover letters that do not address the desirable qualifications will not be considered. No demo reels at this time. All applications should be directed to:

Federal Judicial Center  
Attn: Human Resources Office, Room 6-190  
Announcement #08-14  
Thurgood Marshall Federal Judiciary Building  
One Columbus Circle, NE.  
Washington, DC 20002-8003

When applying, please refer to Announcement #08-14. This vacancy will remain open until filled but to assure full consideration, applications must be received by September 22, 2008.

**The Federal Judicial Center is an Equal Opportunity Employer**